

## **VI. PROCEDURES FOR GRANT AWARD**

### **A. ANNOUNCEMENT OF RANKING RESULTS AND GRANT AWARDS**

As soon as possible after completion of the selection of applicants to receive grant awards, the Director of the Montana Department of Commerce will notify all applicants of the final results in writing. A summary of the final ranking results will be provided to each applicant. As soon as possible, following public announcement of tentative grant awards, a written evaluation of the grant application's response to the ranking criteria will be transmitted to the applicant.

CDBG funds are awarded and received according to a two-step process. In the first step, applicants are evaluated and successful grantees are notified of a tentative grant award before CDBG funds are actually received from the U.S. Department of Housing and Urban Development (HUD). Later, as the second step, successful grantees will receive a notice of funding confirmation from MDOC after HUD releases Congressionally approved CDBG funds to the state. This action occurs in April of each year.

The tentative allocation of funds does not imply approval of all the activities or the budget proposed in the selected application. The proposed project activities and budget may be subject to modification during subsequent contract negotiations between the applicant and MDOC. The formal award of funds is also contingent upon the execution of a contract between the applicant and MDOC in accordance with all applicable federal and State requirements.

### **B. RE-RANKING OF APPLICATIONS**

Re-ranking may be considered if an applicant tentatively selected to receive CDBG funds is unable to substantiate information contained in the application which may have been a determining factor in the ranking score received, or if an applicant requests modification of any activities proposed in the original application. (See procedures under Section K, "Contract Amendments" in Chapter VII of these guidelines.)

### **C. APPLICATION REVIEW**

MDOC CDBG staff will review applications with applicants on request to discuss the evaluation and ranking of their applications. A file will be maintained for each application, including the written evaluation by the staff that reviewed the application. After grant awards have been announced, the ranking evaluation will be available upon request.

### **D. APPLICANT APPEAL**

Appeals will be granted only on the basis of miscalculation of the arithmetic scores. In the event that MDOC determines that a miscalculation of scores has occurred and has resulted in an application not being selected for funding that otherwise would have been selected, MDOC will reserve funds from the fiscal year 2009 CDBG State allocation sufficient to fund that 2008 application. Those funds will be made available as soon as is practicable. If any other applicant tentatively selected for fiscal year 2008 funding is unable to fulfill the conditions required to secure a final commitment of funds, the tentative grant commitment to that applicant will be withdrawn and made available to that 2008 applicant erroneously scored.